

# BUR-MIL CLUBHOUSE

## INFORMATION

## PACKET



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**Information & Rates Effective January 1, 2008**

Thank you for considering or choosing Bur-Mil Club for your event. We look forward to working with you. Below is general information about the Clubhouse, which we encourage you to review as soon as possible. **When you sign the Lease Agreement you will be agreeing that you have read and understand all the information in this Information Packet.** Please feel free to call at any time if you have any questions.

**Holding Your Date:** We will gladly hold a requested date for 10 days, during which time you can review this Information Packet, call us with questions, visit the facility to make sure it will meet your needs, etc. After the 10 days we ask that you call to request a Lease Agreement or cancel the hold.

**Lease Agreement, Deposits & Final Payment:** Your reservation will be confirmed when we receive your signed Lease Agreement, Rental Addendum, Room Deposit and Clean-up/Damage Deposit. Your Room Deposit is the Base Room Rental and the Damage Deposit is \$100.00. You will be billed after the event for your remaining charges and you will have twenty (20) days to pay the balance. A 90-day written notice of cancellation is required for Friday-Sunday events and 45-day written notice is required for Monday-Thursday events for your deposit to be returned. Make your checks payable to "City of Greensboro". Anyone leasing Bur-Mil must be at least 21 years old. Only the rooms designated in the Lease are to be used during your event.

**Cost Estimate:** The Rental Addendum is a cost estimate based on the information you give us at the time of the rental. Keep in mind that your actual Invoice may be different than the Estimate should any factors change. Many of our fees are directly related to your number of guests and how long you occupy the building. Also, needs may arise as your event date nears that you did not anticipate at the time the estimate was prepared.

**Liability:** You cannot have more people in the room(s) you have rented than our fire capacities allow. If your number of guests should exceed fire capacities, additional rooms will be opened for your use (if available) and all applicable charges added to your invoice. Any damage to the Club caused by you or your guests will be taken out of your Damage Deposit. Bur-Mil is not responsible for any personal property or equipment brought to or left at the Club.

**Catering Services:** You are welcome to use any caterer on the Bur-Mil List of Approved Caterers. Your caterer will be charged 10% of their total invoice to you before taxes, and you will see this reflected on the invoice from your caterer. Caterers are expected to leave the kitchen in the same condition in which it was found and put all of their garbage into the dumpster.

**Food Provided by You:** You may bring in your own food or have your guests bring covered dishes. You will need to bring everything related to your food service. The Food Service Fee is based on the size of your group (see the chart on page 4). If you use the kitchen you are expected to leave it clean and ready for use by the next customer. Ask your Event Host to inspect it before you leave to avoid a possible Clean-Up Fee being deducted from your Deposit. **You are responsible for clearing your tables of all your trash and placing it in the trashcans we provide,** even though your Event Host will pull the trash bags and get them to the dumpster. All or a portion of your Clean-up/Damage Deposit will be retained, if necessary, to cover the expense of excessive cleanup or any damages.

**Food Provided by Bur-Mil:** Our in-house caterer, Culinary Visions, can provide breakfasts, breaks, lunches, socials, dinners, cookouts and themed parties. Menus available upon request.

**Bar Service:** All alcohol served at Bur-Mil is served by Bur-Mil bartenders. The only exceptions are that a licensed caterer, with the appropriate ABC permits, can serve wine with a sit-down meal or handle a champagne toast. We can offer a Host Bar, Tab Bar or Cash Bar. Review the information on page 5 and call with any questions. Under no circumstances is brown bagging permitted, and if it is suspected that a guest has left the building to drink from his/her car, they will not be permitted to return to the event. Security hired by us may be required when alcoholic beverages are served. You will be charged \$25 per hour per officer for their services.

**Selling Tickets:** You cannot sell tickets or exchange money at the Club unless permission is granted by Club management. Permission will only be considered if your group is an authorized non-profit group, the exchange of money benefits the group and not an individual, and if your activities will not interfere with anyone else who is renting the Club at the same time. Examples of acceptable situations would be family reunions who collect annual fees from family members, and non-profit groups who are collecting from their invited, pre-registered members, the cost of the meal provided. Businesses selling products and events where the general public has been invited and an admission is being charged are expressly prohibited.

**Decorations:** Any decorations you bring in must be flame retardant and any live greenery must be cut within 24 hours of the function. You cannot put anything on the walls, floors or ceiling with nails, staples, carpet tape or any other substance that might

damage Bur-Mil. Glitter, confetti, sparklers, canned string or like products are not permitted. Bubbles and birdseed are allowed outside only. All decorations brought in by you must be removed at the conclusion of the event unless special permission and arrangements have been made in advance. Only enclosed flames are permitted (votive candles, candles floating in glass container, hurricane lamps, etc.)

**Linens and Candles Provided by Bur-Mil:** If you are renting linens and/or candles from Bur-Mil, they will be on your tables when you arrive and they will be removed by Bur-Mil staff after you leave. However, you are still responsible for clearing the tables of all trash and removing any additional decorations you have brought in. If linens are damaged, for example stains or wax, you will be charged a replacement fee.

**Room Preparation:** Bur-Mil staff will help you design your room(s) and the room(s) will be prepared for you before you arrive. Bur-Mil has both 60" round tables that seat 8 and 48" round tables that seat 6. Both 6' and 8' banquet tables and card tables are also available. There are 300 gray and 130 off-white stack chairs. See page 5 for additional available equipment. The kitchen has a warmer for keeping food hot that arrives hot, a refrigerator, a freezer, a small microwave, and an icemaker. No other food service related equipment is available.

**Event Hosts:** Event Hosts are scheduled to work based on when you tell us you need access to the building. Evenings, weekends and holidays the building will be locked and there will not be staff on duty unless they are scheduled. We schedule the Custodians who set-up the rooms and the Event Hosts based on when you tell us you plan to arrive, so do not arrive early and expect your rooms to be ready or your staff person to be on site to assist you.

## **FEES & CHARGES**

### **A. ROOM RENTAL RATES**

A First Half-Day rental is 8:00 a.m.-2:30 p.m., a Second Half-Day Rental is 3:30 p.m.-midnight. For events scheduled to end later than 2:30 p.m., or customers who need access to their room(s) earlier than 3:30 p.m., the Full-Day Rate applies. Bur-Mil Park is closed on Christmas Eve and Christmas Day.

|                 | <b>Monday-Friday</b>                         |  |                               | <b>Saturdays, Sundays &amp; Holidays</b>     |  |                               |
|-----------------|--|--|-------------------------------|--|--|-------------------------------|
|                 | <b>1<sup>st</sup> Half-Day<br/>Base Rate</b> | <b>2<sup>nd</sup> Half-Day<br/>Base Rate</b> | <b>Full-Day<br/>Base Rate</b> | <b>1<sup>st</sup> Half-Day<br/>Base Rate</b> | <b>2<sup>nd</sup> Half-Day<br/>Base Rate</b> | <b>Full-Day<br/>Base Rate</b> |
| Banquet         | \$130  | \$175  | \$220                         | \$155  | \$210  | \$265                         |
| Triple Crown I  | \$ 50  | \$ 60  | \$ 70                         | \$ 60  | \$ 70  | \$ 80                         |
| Triple Crown II | \$ 50  | \$ 60  | \$ 70                         | \$ 60  | \$ 70  | \$ 80                         |
| Oak             | \$ 70  | \$ 90  | \$110                         | \$ 85  | \$110  | \$135                         |
| Lake            | \$110  | \$145  | \$180                         | \$130  | \$175  | \$220                         |
| Training        | \$ 80  | \$100  | \$120                         | \$ 95  | \$120  | \$145                         |
| Guilford        | \$ 80  | \$100  | \$120                         | \$ 95  | \$120  | \$145                         |
| Cedar           | \$110  | \$145  | \$180                         | \$130  | \$175  | \$220                         |
| Screened Porch  | \$ 70  | \$ 80  | \$ 90                         | \$ 80  | \$ 90  | \$100                         |

In order to use the large end of the Terrace, customers must rent at least the Banquet & Lake Rooms.

In order to use the small end of the Terrace, customers must rent at least the Cedar Room & Porch.

The Furniture Use Fee is \$1.00 per chair, per day. This fee covers all the furniture (tables and chairs) you need inside the Clubhouse, set-up for you by our staff prior to your event. You are responsible for renting from a rental company any furniture you will need on the Terrace. Bur-Mil requires a guaranteed number of guests for set-up and billing purposes three working days before the event.

The Damage Deposit is \$100.00 per event and must be paid when the Lease is signed. This money will be applied to your final bill if the rooms you rent are left in satisfactory condition, or will be retained if excessive clean-up or repairs are required after your event. To assure that you are leaving the room(s) in satisfactory condition, ask your Event Host to inspect before you leave.

### **B. FOOD ARRANGEMENTS**

Bur-Mil can arrange your food needs through our in-house caterer, Culinary Visions (request a copy of their menus). However, you are also welcome to make food arrangements through outside caterers or bring in your own food. If you're using a licensed caterer, we will invoice the caterer 10% of their total invoice to you before taxes, and you will see this reflected on the invoice from your caterer. If you bring in your own food, we will add a Food Service Fee to your invoice based on your number of guests, as indicated below:

|                     |                      |                        |                        |
|---------------------|----------------------|------------------------|------------------------|
| 1-10 people - \$10  | 26-50 people - \$25  | 101-150 people - \$75  | 251-350 people - \$150 |
| 11-25 people - \$15 | 51-100 people - \$50 | 151-250 people - \$100 | 351+ people - \$200    |

### **C. BUR-MIL EVENT HOST**

Bur-Mil requires an Event Host after 5:00 p.m. on weekdays and during all hours of rental on weekends and City Holidays. This fee is \$13.00 per hour. This staff member will come on duty whenever the first person related to your event needs access to the building (i.e. you to decorate, your caterer, band or DJ, florist, cake maker, etc.) The Event Host will be in the building and available throughout your event, remain until all guests have left to remove garbage, and then secure the building. Our staff is familiar with the building and is here to meet your facility-related needs as they arise. For groups of 200 or more, Bur-Mil requires a second Event Host.

## D. EQUIPMENT RENTALS

|   |   |
|---|---|
| VCR/DVD with TV monitor or LCD Projector            | \$25.00 per use per day                         |
| Overhead Projector with Screen                      | \$15.00 per use per day                         |
| Easel with paper, markers and tape                  | \$20.00 per use per day                         |
| Screen only or Easel only                           | \$ 5.00 per use per day                         |
| Podium with microphone (wired or wireless)          | \$25.00 per use per day                         |
| Tablecloths (white, ivory & other colors available) | \$ 7.50 per linen (regardless of size or color) |
| Napkins (white, ivory & other colors available)     | \$ 1.50 for 8 napkins                           |
| Votive Candles (red, amber & clear)                 | \$ 1.00 each                                    |

## E. AVAILABLE BAR SERVICES

Regardless of the type of bar you choose to offer, we require that our bartenders serve your guests. Bartenders will require a valid ID from all guests who approach the bar and request an alcoholic beverage. Paid security officers may also be required for your event. The charge is \$25 per officer per hour.

Bartenders: \$15 per hour per bartender

1 bartender for every 100 or fewer guests for beer/wine only bar

1 bartender for every 80 or fewer guests for beer/wine/liquor bar or Cash Bars

There is a 3-hour minimum for bartenders. Bartenders require 1 hour set-up and ½ hour clean-up time.

### 1. Host Bar

With this type of bar, you purchase and bring to us for service the beer/wine/liquor, pay for the bartender(s), and pay Bur-Mil a Bar Service Fee. This per person fee includes supplies (cups, napkins, ice, corkscrews, etc.), set-ups, corkage, and soft drinks / sparkling water for non-drinkers and under-age guests. This fee is based on whether the bar is beer and wine only (B/W) or also liquor (B/W/L), and how long the bar is open. These per person fees apply to all guests age 6 and older and are listed below:

| 3 Hours |        | 4 Hours |        | 5 Hours |        | 6 Hours |        | 7 Hours |        |
|---------|--------|---------|--------|---------|--------|---------|--------|---------|--------|
| B/W     | B/W/L  | B/W     | B/W/L  | B/W     | B/W/L  | B/W     | B/W/L  | B/W     | B/W/L  |
| \$1.25  | \$2.50 | \$1.40  | \$2.80 | \$1.55  | \$3.10 | \$1.70  | \$3.40 | \$1.85  | \$3.70 |

NOTE: Bur-Mil management can order cases of beer and wine for you directly from local distributors and add the wholesale cost, plus a 10% handling fee, to your final invoice. If the brands of beer and wine Bur-Mil stocks for Cash Bars meet your needs, you can purchase beer by the case and wine by the bottle from Bur-Mil. Ask for a list of prices. Keg beer is strongly discouraged. You must purchase your own hard liquor since Bur-Mil does not have the ABC permits to buy and sell hard liquor.

### 2. Tab Bar

Bur-Mil can also furnish you with a beer, wine and soft drink tab bar where you are invoiced a per drink charge for the drinks consumed by their guests. You are also invoiced for the bartender(s).

Domestic Beer - \$2.00      Imported Beer - \$3.00      Wine - \$3.00      Soft Drinks - \$1.00

### 3. Cash Bar

Bur-Mil can also furnish you with a beer, wine and soft drink cash bar at no cost to you, except for the bartender(s). If you don't want your guests to have to pay for soft drinks, we can charge you \$.50 per guest and make them available to your guests at no charge. This must be arranged in advance. Cash bar prices to your guests are as follows:

Domestic Beer - \$2.00      Imported Beer - \$3.00      Wine - \$3.00      Soft Drinks - \$1.00

**UNDER NO CIRCUMSTANCES IS BROWN BAGGING PERMITTED!**

The chart below can be used to identify which room(s) you will need for your event based on the number of people you expect to attend and the type of room set-up you need. Please discuss your specific situation with Bur-Mil staff to confirm that you are reserving the best room(s) for your needs. See the building layout on the next page.

### Room Set-Up Definitions:

Classroom: Seated at tables, only on one side of the table, all facing the front of the room.  
 Theater: Rows of chairs with a center aisle, no tables.  
 Conference: Four-sided square or rectangular table with people seated around the outside only.  
 Horseshoe: Three-sided table with people seated around the outside only.  
 Banquet: Seated at 60" round tables, 8 people to a table.  
 Reception: No seating at all.

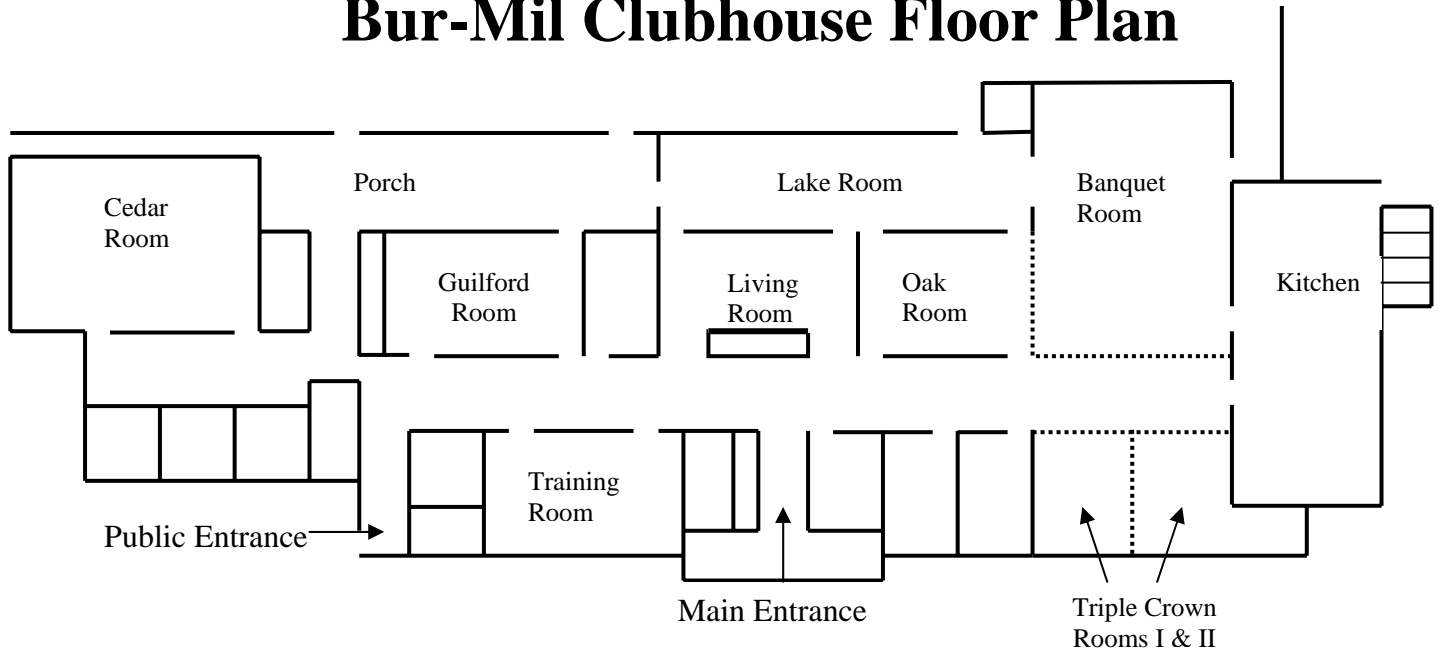
Keep in mind that these are MAXIMUM capacities. If other furniture is needed in the room (buffet, cake and/or gift tables, bar, etc.) or activities will be taking place in the room (DJ or band, dancing, performances, etc.) then you would need to allow floor space to accommodate them and you would not be able to seat the maximum number of people. The Banquet, Triple Crowns, Oak and/or Lake Rooms can be used together by opening moveable walls to accommodate large groups. There is a foyer outside the Cedar Room that can be used on weekends when renting the Cedar Room. Additionally, the Porch is often combined with the Guilford Room or Cedar Room during the spring, summer and fall.

| ROOM                    | DIMENSIONS  | SQ. FOOTAGE |
|-------------------------|-------------|-------------|
| Banquet                 | 37' X 52'   | 1924.0      |
| Banquet & Triple Crowns | 37' x 87'   | 3219.0      |
| Triple Crown I OR II    | 18.5' x 25' | 462.5       |
| Triple Crown I AND II   | 37' x 25'   | 925.0       |
| Lake                    | 20' x 75'   | 1500.0      |
| Oak                     | 34' x 23'   | 782.0       |
| Training                | 24' x 36'   | 864.0       |
| Guilford                | 24' x 35'   | 840.0       |
| Cedar                   | 35' x 48'   | 1680.0      |
| Porch                   | 20' x 84'   | 1680.0      |

| ROOM         | Classroom | Theater | Conference | Horseshoe | Banquet | Reception |
|--------------|-----------|---------|------------|-----------|---------|-----------|
| Banquet      | 72        | 200     | 80         | 64        | 120     | 275       |
| Banq. & TC's | 100       | 325     | NA         | NA        | 216     | 460       |
| TC I OR II   | 16        | 36      | 16         | 12        | 24      | 60        |
| TC I AND II  | 32        | 72      | 32         | 28        | 56      | 120       |
| Lake         | 60        | 150     | 72         | 68        | 96      | 210       |
| Oak          | 28        | 80      | 32         | 28        | 48      | 110       |
| Training     | 28        | 80      | 32         | 28        | 48      | 110       |
| Guilford     | 28        | 80      | 32         | 28        | 48      | 110       |
| Cedar        | 56        | 130     | 48         | 56        | 112     | 240       |
| Porch        | NA        | NA      | NA         | NA        | 80      | 160       |

**NOTE:** The Porch comes with 5 picnic tables that will seat 40 people and a dozen rocking chairs. You do not have to pay the \$1.00 per chair fee for those seats, only for any additional seating you request.

# Bur-Mil Clubhouse Floor Plan



**NOTE: Dotted lines indicate moveable walls**

## *Weeknight Special*

Book an event for a weeknight  
and get a special discounted rate!

Monday-Thursday -- 5 pm-10 pm

Guilford, Training, Triple Crowns and/or the Porch

\$30 an hour per room, 2 hour minimum.

Up to 50 chairs and required tables included.

Equipment rental, bar, and/or  
food related fees extra, if applicable

## **Directions to Bur-Mil Park & Clubhouse**

### **A. Entering Greensboro from the West on I-40:**

1. Take the NC-68 exit (exit #210) toward High Point/Piedmont Triad International Airport
2. Turn left onto NC-68 North
3. Go 1.9 miles and take the ramp toward Bryan Blvd./Piedmont Triad Int'l Airport, which will merge onto Airport Parkway and then will become Joseph M. Bryan Blvd.
4. Go 5.0 miles and take the New Garden Road/Guilford College Road exit
5. Turn left onto New Garden Road
6. Go 1.7 miles and turn left onto US-220 North, which is also called Battleground Avenue
7. Go 2.5 miles and turn right onto Owls Roost Road
8. Go .3 mile and turn left onto Bur-Mil Club Road and you're in the Park.

### **B. Entering Greensboro from the Southwest on I-85:**

1. (Take Business I-85) Take the US-220 North exit toward I-40 West/Coliseum area.
2. Stay straight and merge onto Freeman Mill Road (do not follow the 220 North signs)
3. Go 4.0 miles and Freeman Mill becomes S. Edgeworth Street
4. Go .7 mile and turn left (merge) onto Battleground Avenue, which is also US-220 North
5. Go 7.4 miles, making sure you stay on Battleground Avenue, and turn right onto Owls Roost Rd.
6. Go .3 mile and turn left onto Bur-Mil Club Road and you're in the Park

### **C. Entering Greensboro from the South on US-220:**

1. After crossing I-85 and Business I-85, stay straight and merge onto Freeman Mill Road
2. Follow steps 3-6 from directions "B" above

### **D. Entering Greensboro from the Southeast on US-421:**

1. Merge onto N. O'Henry Blvd./US-220 North/US-421 North
2. Go 3.2 miles and merge onto E. Wendover Avenue/US-220 North/US-421 North
3. Go 2.5 miles and take the US-220 North ramp toward Roanoke/Battleground Avenue, stay straight to go onto US-220 North/Battleground Avenue
4. Go 6.3 miles and turn right onto Owls Roost Road
5. Go .3 mile and turn left onto Bur-Mil Club Road and you're in the Park

### **E. Entering Greensboro from the East on I-40/I-85:**

1. (Take business I-85) Take the NC-6/East Lee Street exit (exit #128) toward US-29 North/US 220 North
2. Keep right at the fork in the ramp
3. Merge onto East Lee Street/NC-6 West
4. Go 3.0 miles and turn right onto Murrow Blvd. (after about a mile it becomes E. Fisher)
5. Go 1.6 miles and turn right onto Battleground Avenue
6. Follow steps 5-6 from directions "B" above

### **G. Entering Greensboro from the Northeast on US-29:**

1. Take the Cone Blvd. exit and turn right onto Cone Blvd.
2. Turn right onto US-220 North/Battleground Avenue
3. Go 4.6 miles and turn right onto Owls Roost Road
4. Go .3 mile and turn left onto Bur-Mil Club Road and you're in the park.

### **H. Entering Greensboro from the North on US-220:**

1. After going through the Strawberry Road intersection, turn left at the next light, which is Owls Roost Road
2. Go .3 mile and turn left onto Bur-Mil Club Road and you're in the park.







